

Open Space: VACATION

		FEES	DEPOSIT/FEE	FEE CODE
DPLU PLANNING		\$2, 070	D	4900
DPLU ENVIRONMENTAL		\$3,440 or \$1,410 (see note 6)	D D	4900
DPW ENGINEERING		--		
DPW INITIAL STUDY REVIEW		--		
STORMWATER	MINOR	--		
	MAJOR	--		
DEH	SEPTIC/WELL	--		
	SEWER	--		
PARKS		--		
TOTAL		\$3,480 (see note 6) or \$5,510		

VIOLATION FEE \$1,000

FORMS/REQUIREMENTS

- [126 Acknowledgement of Filing Fees and Deposits](#)
- [230 Notice of Proposed Vacation](#)
- [247 Fish and Game Fees](#)
- [267 Appointment Letter](#)
- [305 Ownership Disclosure Form](#)
- [346 Discretionary Permit Application Form](#)
- [366 Environmental Review Update Application](#)
- [374 Resource Protection Study](#)
- [394 Preliminary Floodplain Evaluation Form](#)
- [514 Public Notice Certification](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [587 Open Space Vacation Applicant's Guide](#)
- [587A Board of Supervisors Policy: Open Space Vacations](#)

NOTES:

- ____ 1. Ten (10) copies of the plot plan. The detailed plot plan must clearly indicate the area to be vacated. Any improvements existing in Open Space area shall be shown.
- ____ 2. **The area to be vacated must be clearly illustrated on the map.**

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- _____ 3. Attach narrative explaining vacation request. What will be the use of the area to be vacated? Is other area proposed for dedication?
- _____ 4. **NOTE:** Most Open Space Vacations have a previous E.R. Number. Use it and add a letter extension.
- _____ 5. Four (4) copies of DPLU 366 plus one (1) copy of the original **AEIS**.
- _____ 6. Collect Previous CEQA action fee if a subdivision map created the open space. Please check APN book.
- _____ 7. A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.
- _____ 8. At INTAKE, a copy of the Major Pre-Application letter from DPLU or a copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant.
(Techs: Check KIVA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal).
- _____ 9. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.
- _____ 10. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.